

# Full-Time Victim Assistant

## Duties

**As a Victim Assistance Specialist, you will be required to perform the following duties:**

- Serve as a Victim Assistant Specialist providing professional and comprehensive advocacy services to victims of crime in Howard County.
- Conduct assessments with clients to evaluate needs and risks; recognizing the need for professional intervention and referring to appropriate services.
- Become familiar with service agencies in the community and maintain ongoing communication with agencies.
- Accompany victims and provide support in court hearings, obtaining protective orders, follow-up services, and referrals.
- Provide support before, during and after trials to victims of crime in Howard County.
- Assist Probation Officers in obtaining Victim Impact Statements.
- Assist Victims in receiving court ordered restitution.

## Qualifications

1. At least eighteen (18) years of age.
2. Possess a high school Diploma
3. Proficient in Microsoft Office – Word, Excel, Power-Point and Publisher
4. Manage multiple tasks while maintaining high quality of work
5. Effective planning and prioritization skills necessary
6. Strong organization skills and detail oriented
7. Strong verbal communication
8. Ability to work in a fast paced environment
9. Ability to maintain confidentiality
10. Possess good time management and have the ability to meet deadlines
11. Ability to work as a team as well as independently
12. Successful candidate will be assigned to work intake during the hours of 8:00am to 4:00pm, Monday through Friday.

Candidates should have a basic understanding of Court functions. Other important job skills may include: Ability to interact professionally with co-workers and clients, ability to gather and evaluate information, ability to move and/or transfer items throughout the office generally weighing 0-50 lbs.

Cover letters and resumes should be **submitted by September 28, 2018** to the Howard County Probation Department, ATTN: Dustin DeLong, 104 N. Buckeye, Room 12, Kokomo, IN 46901.

Howard County is an Equal Opportunity Employer